

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): ACT The App Association

Travel date(s): Feb 21 - Feb 23, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$631.02	\$346	\$118	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Presentations by small tech businesses, accelerators, and Apple in the New Orleans area, discussing policy issues including international privacy law

and data flows issues, intellectual property protections, entrepreneurship and education.

3/23

(Date)

ELISSA ABEN

(Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/26/18

(Date)

(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): ACT | The App Association
2. Description of the trip: Educational trip for Senate staff to meet startup firms and small- to mid-sized tech companies that specialize in mobile software in the New Orleans area.
3. Dates of travel: February 21 - 23, 2018
4. Place of travel: New Orleans, LA
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - =OR=**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
=AND=
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - =AND=**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR -**

- OR -

- If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

- ACT | The App Association staff was solely responsible for organizing and conducting the trip.**

- ACT | The App Association is an international grassroots organization representing small- and mid-sized software companies in the mobile app community. ACT's purpose in organizing this trip is to introduce congressional staffers to small and mid-sized firms and startup experts in New Orleans.

- ACT | The App Association has sponsored congressional trips (most recently to Charleston, SC and Santa Monica, CA) to showcase the app economy outside of Silicon Valley and introduce congressional staff to innovative software, cybersecurity, data analytics, and connected health companies.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACT | The App Association has held numerous educational events for policy makers, app companies, and software developers, including: panels, briefings, white papers, annual fly-ins, developer education series, and congressional testimony.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$575 total - \$450 for airfare - \$125 for ground transportation	\$346 (\$173 per night for 2 nights)	\$160 (\$48 travel day 1; \$64 full day; \$48 travel day 2)	\$0
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

New Orleans was chosen due to the presence of startup and mid-sized tech companies in a variety of different industries located in a small geographic area, allowing us to visit diverse companies in one area.

19. Name and location of hotel or other lodging facility:

Omni Royal Orleans, 621 St. Louis Street, New Orleans, LA 70130

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to its ability to meet the per diem rate and its reasonably close location to the companies to be visited on this trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging and meals will be at or below the maximum per diem rates for

official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All travel (round-trip airfare and bus) will be coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Morgan Reed

Name and Title: Morgan Reed, Executive Director

Name of Organization: ACT | The App Association

Address: 1401 K St NW (Ste 501), Washington, DC 20005

Telephone Number: 202-331-2130

Fax Number: 202-331-2139

E-mail Address: mreed@actonline.org

Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

“De minimis” exception: Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor’s prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor’s history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be “reasonable” in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor’s rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

Cho		Sen. or Legislative Assistant	nick_choate@mccaskill.senate.gov	Sen. Claire McCaskill (Sen. Commerce)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Clark	Kell	Legislative Assistant	kellin.clark@tester.senate.gov	Sen. Jon Tester	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Christi	Kyle	Legislative Assistant	kyle_christian@moran.senate.gov	Sen. Jerry Moran (Senate Commerce)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Day	Chris	Deputy Staff Director	chris_day@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Decosimo	Garnett	Professional	garnett_decosimo@helo.senate.gov	Senate Committee	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Doy	Scarlet	Sr. Legislative Assistant	scarlet_doye@heller.senate.gov	Sen. De	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Duron	Veronica	Legislative Assistant	veronica_duron@schumer.senate.gov	Senate Democratic Policy Leader	Work on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Essington	Michael	General Counsel	michael_essington@young.senate.gov	Sen. To	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Farr		Deputy Chief of	natella_ross@gardner.senate.gov	Sen. Corey Gardner (Senate Commerce)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Farr	Adam	Legislative Assistant	adam_farris@ankford.senate.gov	Sen. Jar	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Feld		Counsel	peter_feldman@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Field	Christi	Senior Counsel, Consumer Protection, Privacy & Safety	christian_field@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Folsom		Legislative Assistant	justin_folsom@tester.senate.gov	Sen. Jon Tester (Senate Intelligence)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Ford	Leslie	Legislative Assistant	leslie_ford@lee.senate.gov	Sen. Mike Lee	Work on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Foster	Roland	Sen. Policy Advisor	roland_foster@flake.senate.gov	Sen. Jeff Flake (Senate Judiciary)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Gra	Spencer	Professional	spencer_gray@energy.senate.gov	Senate Energy & Natural Resources Committee	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Greenhalgh		Health Legislative Assistant	michelle_greenhalgh@shaheen.senate.gov	Sen. Jeanne Shaheen	Work on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Hall	Nathan	Sen	nathan_hallford@judiciary.senate.gov	Senate Committee	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Harrington	Megan	Legislative Assistant	megan_harrington@portman.senate.gov	Sen. Robert Portman (Senate Homeland Security)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Hat		Legislative Consultant	sam_hattrup@portman.senate.gov	Sen. Ro	Work on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Hel	Anderson (Andy)	Sr. Advisor for Technology and Trade	anderson_helman@wyden.senate.gov	Sen. Ron Wyden / Senate Intelligence Committee	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Henderson	Jared	Legislative Assistant	jared_henderson@heikamp.senate.gov	Sen. Heidi Heitkamp (Senate Homeland Security)	Work on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Henry		Legislative Assistant	elizabeth_henry@cochran.senate.gov	Sen. Thad C	Work on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.

Hsu	Josh	General Counsel	josh_hsu@harris.senate.gov	Sen. Kai Harris (Hon. Jand n, Intelli nce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Hsueh	Wally	Deputy	wally_hsueh@daines.senate.gov	Sen. Ste	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Humphrey	Jennife	Legislative Assistant	jennifer_humphrey@boozman.senate.gov	Sen. Joel Boozman	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Janssen	Nico	Legislative Assistant	nico_janssen@cantwell.senate.gov	Sen. Maria Cantwell	Works on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Kar		Legislative Director	josh_karetny@whitehouse.senate.gov	Sen. Sheldon Whitehouse (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Kehr	Brad	Counsel	brad_kehr@daines.senate.gov	Sen. Ste	Works on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Kirc	Amber	Legislative Director	amber_kirchhofer@roberts.senate.gov	Sen. Pat Roberts	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Kna	Anne	Legislative Director	anne_knapke@klobuchar.senate.gov	Sen. Amy Klobuchar (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Lair	Kathleen	Legislative Assistant	kathleen_laird@baldwin.senate.gov	Sen. Tai	Works on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Laslovic	Dylan	Legislative Director	dylan_laslovich@tester.senate.gov	Sen. Jon Tester (Senate Appropriations, Banking, Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Lavery	Emily	Deputy Legislative Assistant	emily_lavery@scott.senate.gov	Sen. Tim Scott (Senate Energy & Natural Resources)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Layson	Brett	Legislative Assistant	brett_layson@isakson.senate.gov	Sen. John Isakson (HELP)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Leh	Patrick	Legislative Director	patrick_lehman@sasse.senate.gov	Sen. Ben Sasse (Senate Judiciary, Armed Services, Banking)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Leonard	Cassie	Legislative Assistant	cassie_leonard@kennedy.senate.gov	Sen. John Kennedy (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Light	Jaymi	Legislative Assistant	jaymi_light@young.senate.gov	Sen. Tom	Works on issues impacting small technology-based businesses and the mobile app economy, including healthcare, computer science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Love		Legislative Assistant	sam_love@gardner.senate.gov	Sen. Cory Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Mar	Rafi	Senate Policy Advisor	rafi_martina@warner.senate.gov	Sen. Mark Warner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Mathis	Greg	Legislative Assistant	greg_mathis@peters.senate.gov	Sen. Gary Peters	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McDonnell		Staff Director	elizabeth_mcdonnell@budget.senate.gov	Senate Budget Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McGrath		Legislative Assistant	conor_mcgrath@moran.senate.gov	Sen. Jerry Moran (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McLean	Sean	Legislative Assistant	sean_mclean@cruz.senate.gov	Sen. Ted Cruz (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McMillin	Bob	General Counsel	bobby_mcmillan@helo.senate.gov	Senate Intelligence Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Meyer	Caitlin	Professional	caitlin_meyer@judiciary-dem.senate.gov	Senate Intelligence Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.



Camelback Ventures aims to address the inequities of entrepreneurship by providing coaching, capital, and connections to underrepresented entrepreneurs. Staff will discuss the talent gap and what Camelback is doing in New Orleans to help foster, build, and

4:30 p.m. - 6:00 p.m.: Idea Village: <https://ideavillage.org/>

Presenter: Audrey Voelker (Director of Development)

900 Camp St, Suite 308, New Orleans, LA 70130

Idea Village will discuss how they serve the greater tech community in New Orleans including training a tech workforce, connecting talent to companies, and running a highly successful accelerator program aimed at keeping companies in New Orleans. Idea Village will introduce staff to small businesses in their current cohort and companies who successfully completed their program. Staff will discuss the challenges these companies face, the resources available to them in the city of New Orleans, and why they chose to stay and innovate outside the traditional tech centers. Additional policy issues may include privacy, intellectual property, and computer science education.

Bus will drop us back at Canal, and folks will have about 30 min before we need to head to dinner

**Bus call 7:00 p.m.

7:30 p.m. – 9:00 p.m.: Dinner, Flamingo-A-Go-Go

Bus will drop us back at Canal after dinner so that we are in the Quarter

Friday, February 23 (attendees will be split between two flights)

Alex will be in breakfast area w/ vouchers for anyone who wants food in the AM

**8:15 a.m. bus call for AA Flight; Ashley Hayes will join this group, but she is on South West and flying to Houston

Flight 1:

AA 5559 - 2/23 - departing MSY 11:06 am - arriving DCA 2:29 pm

**Attendees on the Southwest flight should plan to leave the hotel at 9:30 a.m.

Flight 2:

SW1005 - 2/23 - departing MSY 12:25 pm - arriving DCA 3:45 pm



ACT | The App Association
The App Economy in the Big Easy
New Orleans, LA

Wednesday, February 21 – Friday, February 23, 2018

Camelback

Ami Magunia, Chief of Staff

ami@camelbackventures.org

Amanda Tien, Director of Creative and Marketing

amanda@camelbackventures.org

Aaron Walker, Founder & CEO

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Torsh

Courtney Williams, CEO & Founder

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Lucid

Kate MacDermott, Manager, Business Innovation

KMacDermott@luc.id

Andrew Albert, Executive Analyst

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Launch Pad

Katy Tackett, Community Manager

katy@launchpadnola.com

Idea Village

Audrey Voelker, Director of Development

audrey@ideavillage.org

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:
ETHIC JAN22'18PM 5:15

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Elissa Alben

Employing Office/Committee: Senate Finance Committee

Private Sponsor(s) (list all): ACT The App Association

Travel date(s): Feb 21-23, 2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New Orleans, LA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will involve meetings with U.S. small businesses on cross border data flows and digital trade, which are part of the U.S. trade policy agenda, and which I help oversee in my role as International Trade Counsel on the Senate Finance Committee. *ea*

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/22/2018
(Date)

Elissa Alben
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ron Wyden hereby authorize Elissa Alben
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/22/2018
(Date)

Ron Wyden
(Signature of Supervising Senator/Officer)